



FCCPSA

Florida Coalition of Christian Private Schools Accreditation

Child Care Facility Religious Exemption from Licensure Application

(If hotel is needed, it will require an additional fee)

This is a: ____ New Application

Tell Us About The School or Program:

Part A: Contact Information

School Name: _____

Web Site URL: _____

Physical Address: _____

City: _____ Zip: _____ County: _____

Mailing Address: (if different) _____

City: _____ State: _____ Zip: _____ County: _____

Office E-Mail: _____ Email Contact Person: _____

Office Phone: _____ Office Fax: _____

Name(s) of any other agencies with which you are registered: _____

Part B: Administrative Contact Information:

Administrator: _____

Cell Phone: _____ E-Mail: _____

Additional Contact (Name/Position): _____

Cell Phone: _____ E-Mail: _____

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Part C: Religious Exemption Certificate Fees:

_____ **New School Phase I: \$200 (Application fee)**

As soon as payment is received, the Child Care Facility Inspection Checklist will be issued for the school administrative staff to complete. This is the process that is commonly referred to as the “self-study phase.” Through the self-study phase, a Child Care Facility conducts a systematic and thorough examination of all its components considering its stated mission. This manual will “prompt” you through this examination.

The Inspection Checklist provides the Child Care Facility with a thorough preview of the inspection process, compliance areas and required documentation. Once the Inspection Checklist has been reviewed, the Phase II payment of \$650 is sent to the FCCPSA administrative office, the on-site visit will be scheduled. In addition, FCCPSA will request an “OCA” number from DCF in order for the staff to obtain fingerprinting from DCF’s Clearinghouse.

_____ **New School Phase II: \$650 (Inspection fee) = \$650**

As soon as payment of \$650 is received, FCCPSA will schedule the on-site visit. Once the site visit is completed, the Child Care Facility will be provided with a Site Visit Review (Inspection Summary). This review will address if there are any non-compliance issues that need to be addressed, or remaining questions, or documentation required. When any remaining non-compliance issues or documentation is completed, the Religious Exempt Certificate will be issued. The Child Care Facility will then submit their new Religious Exempt certificate, a Notarized Church letter, a Notarized Affidavit of Compliance and the DCF application to DCF in order to receive DCF’s Religious Exemption From Licensure Confirmation Letter.

NOTE: All Child Care Facilities are required to have an annual on-site visit to renew their Religious Exemption from Licensure certificate.

Part D: Please enclose a copy of the following items: (Or email a pdf version to the FCCPSA office.)

_____ School Brochure _____ School Philosophy, including a Statement of Faith

Please return this completed form with your payment and the required items from section C.

Total Amount Enclosed: \$ _____ (Make check payable to FCCPSA.)

Signed: _____ Date: _____

Please return this signed form with your payment to:

FCCPSA
P.O. Box 5100
Deltona, FL 32728-5100

If you have any questions,
please call or email the office:
Joe Gibilisco, President
(386) 218-5310
joe.gibilisco@fccpsa.org